

CHAPTER 110

REGULATIONS GOVERNING PUPIL ACCOUNTING RECORDS.

8 VAC 20-110-10. Purpose.

The purposes of ~~the register or its equivalent~~ automated or other pupil accounting systems are for proper pupil accounting in the instructional program, for school administration, and for the distribution of major state school funds.

~~At the close of each pupil accounting register period (20 days, six weeks, nine weeks, etc.) each register should be carefully checked by the teacher with particular emphasis on aggregate days attendance and membership for each pupil. At the end of the school term the register should be checked again, with particular emphasis on total aggregate days attendance and membership.~~

Local school boards may select automated or other systems for pupil accounting and shall adopt rules and regulations for periodic checks of teacher registers, at least three times a year, including a final check of each register at the end of the school term proper maintenance, retention, reporting, disclosure and accuracy of all pupil accounting

information. Such procedures shall comply with all applicable federal and state laws and regulations relating to pupil records.

The Superintendent of Public Instruction shall, from time to time, provide guidelines to local school boards.

~~8 VAC 20-110-20. Recording half-day pupil attendance.~~

~~Teachers and principals may, with the permission of the local school board, discontinue recording pupil attendance on a half-day basis.~~

~~8 VAC 20-110-30. 8 VAC 20-110-20. Teaching day defined.~~

A teaching day is defined as a day on which the school is in regular session for the instruction of pupils.

~~8 VAC 20-110-40.~~ **8 VAC 20-110-30.** When pupil counted present.

A pupil shall be counted present only when he is present for roll calls or is in attendance for approved participation at approved school-sponsored field trips or other approved activities or events. A pupil reporting after roll call will be recorded present and tardy.

~~8 VAC 20-110-50.~~ **8 VAC 20-110-40.** Approval of school-sponsored field trips and other activities.

All school-sponsored field trips and other activities or events for which pupil attendance may be counted shall be approved through procedures adopted by the school board ~~and recorded in the official minutes.~~ The school board, by duly recorded action, may delegate this authority to the division superintendent, provided, that where such authority is delegated, the division superintendent shall make written report to the school board on such field trips not less frequently than annually.

~~8 VAC 20-110-60.~~ **Absence because of nonschool-sponsored field trips.**

~~Students absent because of nonschool-sponsored trips shall be recorded absent.~~

~~8 VAC 20-110-70. Closing register.~~

~~Under no condition are any registers to be closed before the end of the last day of the school term. Actual attendance should be recorded in the register through the last day of the school term. However, report cards prepared before closing the teacher's register will not reflect presence or absence of the pupil on days subsequent to preparation of said report cards.~~

~~8 VAC 20-110-80.~~ 8 VAC 20-110-50. **Absence because of school bus not reaching school, etc.**

If a school bus does not arrive at the school, regardless of the reason, and the children are unable to reach the school by other means of transportation, such children cannot be counted present.

~~8 VAC 20-110-90.~~ 8 VAC 20-110-60. When pupil dismissed early.

If a school is closed due to inclement weather, civil defense alert, or other emergencies, and the children are dismissed early, pupils may be counted present.

~~8 VAC 20-110-100.~~ 8 VAC 20-110-70. Excused full-day absences.

Excused full-day absences must not be counted as "present" under any condition.

~~8 VAC 20-110-110.~~ 8 VAC 20-110-80. Special students attending school in the morning.

Special students, including those in work-study and COE programs, who attend school in the morning and are released for work in the afternoon may be counted as present.

~~8 VAC 20-110-120.~~ 8 VAC 20-110-90. Pupil transfers.

A. For any pupil transferring from a Virginia public school, a certificate (on a form prescribed by the Superintendent of Public Instruction) shall be prepared certifying that such pupil has been removed from the roll of the school from which such pupil is transferring. The effective date of removal from the roll shall be the date such pupil withdraws from the school and shall be included on the certificate.

B. Any pupil transferring to a Virginia public school from a Virginia public school shall present such certificate to the school to which the pupil is seeking entry. This requirement does not apply to pupils transferring from a private school or a public school located outside of the Commonwealth of Virginia.

~~8 VAC 20-110-130.~~ 8 VAC 20-110-100. When pupil dropped from roll.

A pupil shall be dropped from the roll and marked "Withdrawn"

1. When a certificate of transfer is executed;
2. When a pupil has been expelled or suspended for more than 15 days;
3. When a pupil has been absent for 15 consecutive days or more; or

4. When a pupil is transferred to a state-operated institution or hospital.

~~8 VAC 20-110-140. Centralized pupil accounting system.~~

~~Local school boards may, with the approval of the Department of Education, substitute a centralized pupil accounting system in lieu of using teacher's registers. The above definitions and instructions are applicable to such central system.~~